

## FedBizOpps Elements for Summaries of Funding Opportunities – Page 1 of 4

DATA ELEMENT	DESCRIPTION	REQUIRED?
Federal agency user identification	User ID of Federal agency representative who is authorized to post information to the FedBizOpps site.	One entry required.
Federal agency user password	Password of Federal agency representative who is authorized to post information to the FedBizOpps site.	One entry required.
Funding opportunity title	The Federal agency's title for the funding opportunity (including program subcomponent names, as the agency deems appropriate).	One entry required.
Funding opportunity number	The number, if any, that the Federal agency assigns to its announcement.	Optional.
<i>Catalog of Federal Domestic Assistance</i> (CFDA) number(s)	Number(s) of the CFDA listing(s) for program(s) included in the announcement (e.g., 12.300).	At least one entry required (may list more than one) if the Federal agency is subject to the requirement in 31 U.S.C. chapter 61 to report to the CFDA. Other Federal agencies, if they do not use the CFDA, may arrange with FedBizOpps to insert alternatives that will help recipients later satisfy auditors who seek CFDA numbers for Federal awards.
Federal agency mailing address	Regular (United States Postal Service) mailing address of the Federal organization responsible for the announcement, including agency name and specific subcomponent (e.g., department, bureau, directorate, or division), street address, city, State, and zip code.	Optional. If you give no office name and address, FedBizOpps will insert the office name and address you gave when you initially registered and got your user ID and password.
Federal agency contact for electronic access problems	Should list name of person (e.g., webmaster) to whom potential applicants should refer questions if they cannot link from FedBizOpps to the full announcement (this person is distinct from programmatic and other agency contacts who are listed in the full announcement).	At least one entry required. May list more than one.
Type of help available from Federal agency contact	The hypertext description accompanying the Federal agency contact e-mail address, to describe types of problems or questions with which the agency contact may be able to provide assistance (e.g., "If you have problems linking to the full announcement, contact:").	Required. May list only one.
Federal agency contact e-mail address	E-mail address of Federal agency contact who can help with electronic access problems.	Required. May list only one.
Funding opportunity description	A concise description of the funding opportunity, designed to contain sufficient information for potential applicants to decide whether they are interested enough to read the full announcement.	Required.

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DATA ELEMENT	DESCRIPTION	REQUIRED?
Funding instrument types	<p>List codes for types of instruments that may be awarded:</p> <p style="padding-left: 40px;">G = Grant CA = Cooperative Agreement PC = Procurement Contract O = Other</p> <p>Note that if your announcement states that you may award procurement contracts, as well as assistance instruments, the announcement must be posted to both the procurement and assistance modules of FedBizOpps.</p>	Required. Select all that apply (up to 4 codes).
Category of funding activity	<p>Designed to allow potential applicants to narrow their searches to programs in CFDA categories of interest to them. Note that the terms are defined in the CFDA. List all codes that apply:</p> <p style="padding-left: 40px;">AG = Agriculture AR = Arts (see “Cultural Affairs” in the CFDA) BC = Business and Commerce CD = Community Development CP = Consumer Protection DPR = Disaster Prevention and Relief ED = Education ELT = Employment, Labor and Training EN = Energy ENV = Environment FN = Food and Nutrition HL = Health HO = Housing HU = Humanities (see “Cultural Affairs” in the CFDA) ISS = Income Security and Social Services IS = Information and Statistics LJL = Law, Justice and Legal Services NR = Natural Resources RD = Regional Development ST = Science and Technology and other Research and Development T = Transportation O = Other</p>	At least one required and may list as many as needed. There is no default value.

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DATA ELEMENT	DESCRIPTION	REQUIRED?
How to get full announcement	Hypertext stating where to get the full announcement. If it is available on the Internet, this field should include the descriptor that precedes the URL for the full announcement (e.g., "Click on the following link to see the full text of the announcement for this funding opportunity:").	Required.
Electronic link to full announcement	The URL for the full announcement, if it is on the Internet.	Optional.
Eligible applicants	<p>Designed to help potential applicants narrow their searches to programs where they are most likely to be eligible (although they still must read the full announcement for details because eligibility may be further limited to certain subsets of applicants within the categories below).</p> <p style="padding-left: 40px;">99 = Unrestricted (i.e., open to any type of entity below)</p> <p>Government codes:</p> <p style="padding-left: 40px;">00 = State governments  01 = County governments  02 = City or township governments  04 = Special district governments  05 = Independent school districts  06 = State controlled institutions of higher education  07 = Native American tribal governments (Federally recognized)  08 = Public housing authorities/Indian housing authorities</p> <p>Non-Government organizations:</p> <p style="padding-left: 40px;">11 = Native American tribal organizations (other than Federally recognized tribal governments)  12 = Nonprofits other than institutions of higher education [includes community action agencies and other organizations having a 501(c)(3) status with the IRS]  20 = Private institutions of higher education  21 = Individuals  22 = For-profit organizations other than small businesses  23 = Small businesses</p> <p style="padding-left: 40px;">25 = All others [e.g., U.S. Federal or Foreign Governmental entities and nonprofits that do not have a 501(c)(3) status with the IRS]</p>	Required to either select "99" for unrestricted or select all others that apply.
Cost sharing requirement	Answer to question: is cost sharing required? (Y or N)	Required.

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DATA ELEMENT	DESCRIPTION	REQUIRED?
Due date for applications	Date when applications are due (or latest date when applications accepted, if announcement has multiple due dates or is a general announcement that is open for a specified period with applications accepted at any time during that period).	Required if “Explanation of application due dates” field is not completed. Optional otherwise.
Explanation of application due dates	Used by agencies wishing to post more information about due date(s) for potential applicants. For example, the field may be used to describe programs with multiple due dates or ones where applications are accepted, reviewed, and funded at any point within a broad time window. The field also may be used to add information about the time when applications are due (e.g., 5:00 p.m. EDT on the date given in the “Due date for applications” field).	Optional (note that “Due date for applications” field is required if this “Explanation of application due dates” text field is not completed).
Date of FedBizOpps posting	Month, day, and year when the agency wants the synopsis posted on FedBizOpps (e.g., some agencies may build in delays to allow announcements to appear first in the <i>Federal Register</i> or at agency Internet sites). Format is MMDDCCYY.	Required.
Date for FedBizOpps to archive	Month, day, and year when the agency wants the synopsis archived. Format is MMDDCCYY.	Optional. Default, if agency provides no input, is 30 days after the date given in the “Due date for applications” field.